

MEMORANDUM

TO: Angela L Thomas, Procurement and Contracts Division

THRU: Janeiro R. Coulter, MBE/BLEUPRINT Division Manager *Mary Collier for Janeiro Coulter*

FROM: Dawn Chin Shue, Contract Compliance Investigator

DATE: April 23, 2018

SUBJECT: M/WBE Award Approval Memo

The Minority Business Enterprise Division concurs with the Procurement and Contracts Division and the Information Technology Division recommendations for the award of **C18-0376, Microsoft Premier Support and Consulting Services to Microsoft Consulting Services.**

The City does not utilize other agencies' contracts when there are opportunities for city-certified M/WBE firms to participate. The M/WBE office has reviewed the subject procurement and has determined that there were no city-certified M/WBE firms that are able to provide the subject goods or services.

cc: David Billingsley, Chief Procurement Officer